National Civil Service League 5530 Wisconsin Avenue, N.W. Washington, D.C. 20015 Phone: (301) 654-8664

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February 26, 1980

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Executive Director Rose Williams Boyd

MEMORANDUM

TO:

National Civil Service League Career Service Award Winners, Agency Heads and Coordinators

From:

Rose Williams Boyd, Executive Director

Subject: Logistics for Awards Ceremony

Included in this memorandum are the necessary details for the twenty-fourth Annual Career Service Awards Ceremony to be held on Thursday. March 20, 1980, at the Office of Personnel Management Auditorium, 1900 E Street, N.W.

The awards presentation will begin promptly at 11:00 a.m. in the Office of Personnel Management (OPM) Auditorium. cilitate stage arrangements, please try to be at the back of the stage no later than 10:45 a.m. OPM will be expecting arrivals as early as 10:30, and for your convenience coat check facilities will be available.

Bertrand M. Harding, President of the League, will open the ceremony with some brief remarks on the history and meaning of the Awards Program. The presentation of the individual awards will follow brief remarks from the Director of the Office of Personnel Management.

The awards will be given in alphabetical order (per the list of winners attached). The head of your agency (or his/her designee) will be introduced: then this official will present the agency's accomplishments for approximately two minutes. At the conclusion of the official's remarks, the award will be presented to the recipient. If the head of your agency finds it impossible to be present, we would ask that he/she name a representative at the appropriate level to present the agency's winner. We will need this information by March 14, 1980.

Page Two February 26; 1980

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Following are some specific items we know are of interest to you:

PARKING FACILITIES

Parking is very limited in this area. The closest public parking lot (PMI) is located at 20th and E Sts., N.W. The Virginia Avenue entrance of the OPM building is closest to the auditorium, but you may enter the building, after parking, through the E Street entrance.

INVITATIONS FOR GUESTS OF AGENCY OFFICIALS AND AWARD WINNERS

Each agency head may invite four guests; award winners may invite five. If more guests are expected, please contact Blanche Green at 654-8664. A list of all guests should be forwarded to the League by March 14 so that a head count and We would be glad to do this for you if you like roster of guests can be maintained.

PHOTOGRAPHERS

We strongly urge each agency to assign a photographer to be present at the Awards Ceremony so that ample coverage is assured. Already arranged—

PUBLICITY

NCSL will be issuing a press release to the Washington Post, Washington Star and the Federal Times, as well as our regular press list, within the next couple of days. We hope that your agency will issue a press release to the winner's home town newspapers, civic and fraternal organizations, etc. The League would appreciate receiving copies of any publicity generated through your agency's efforts, sent to the attention of Blanche Green. we will handle —

League staff members will be on hand the morning of the 20th to assist in any way they can to make this occasion an enjoyable one for all involved. Meanwhile if there is any additional information not covered in this memorandum, please do not hesitate to call me. I appreciate the cooperative attitude all of you have displayed, and I look forward to meeting you on the 20th.

RWB; lmq

NCSL Board Members

attachment (1)

Nomine Selected for Career Awards of 979 Approved For Release 2002/11/15: CIA-RDP84-00313R660300060005-8

| Federal Agency | Nominee |
|--|--|
| Department of Defense | Carl W. Clewlow, Deputy Assistant Secretary of Defense |
| Department of the Treasury Internal Revenue Service | Joseph T. Davis, Assistant Commissioner (Resources Management) |
| Department of Health, Education and Welfare | Herbert R. Doggette, Jr., Deputy Commissioner (Operations), Social Security Administration |
| U.S. General Accounting Office | Richard L. Fogel, Senior Associate Director |
| International Communication Agency | Angelina Garcia, Director of Personnel and Training |
| U.S. Department of Agriculture | Earl R. Glover, Regional Administrator Science and Education Administration |
| U.S Department of Housing and Urban Development | Vincent J. Hearing, Deputy Assistant Secretary for Administration |
| National Aeronautics and Space Administration | S. Neil Hosenball, General Counsel |
| Equal Employment Opportunity Commission | Issie L. Jenkins, Deputy General Counsel |
| Central Intelligence Agency | John H. Waller, Inspector General |

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| will your office prepare an item for the Director's Notes or will | | | | | | |
| an item be prepared for an Employee Bulletin? If you should need further assistance | | | | | | |
| in this matter, please let me know. | | | | | | |
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| VI called NCSL (654-8664) and talked to Blanche |
| Greens. A copy of the 2-26-80 memo from the |
| league to the award recipients and agency heads |
| Greens. A copy of the 2-26-80 memo from the league to the award recipients and agency heads was sent to Mr. Waller. Mr. Waller has already |
| submitted his list of allests; |
| Mrs. John Waller |
| STATOTHR |
| Admiral Turner |
| Mrs. Turner |
| Mr. Frank Carlucci |
| |
| The league had also received word that the DCI would present the award but had not received a list of names to be his guests. |
| recoiled a list of homes to be his allests |
| received a 1131 of rank 10 be vas guests. |
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| I hen called Printing & Pholography |
| and made sure it was on their calendar— |
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| Gave Sue logistics for the ceremony — time, |
| parking, etc and Said I would send a |
| Then called Printing & Photography and made Sure it was on their calendar— luckything-they didn't have it scheduled Gave Sue logistics for the ceremony—time, parking etc.—and said I would send a copy of the memo/instructions with the |
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| (conta) |

| STATINTL . | Then called the DC1's office and talked with about the logistics. The date and time for the ceremony was blocked out on |
|------------|--|
| | the DCI'S calendar. The DCI was not inviting |
| | any guests. |
| STATINTL | memo/instructions to send a copy of the statintion and indicate on a routing sheet any important facts he should know because the DCI will speak for 2-3 minutes before the actual award presentation. |
| · • | Called NCSL again (Pslanche) and told her that the DCI will not be inviting other quests— that the only ones coming will be the ones Mr. Waller gave her. |